

# **APPENDIX**

## **B**

# **WORKSHEETS**

# WORKSHEET - LIBRARY MEDIA CENTER ANALYSIS

## REFERENCE, NONFICTION, VISUAL MATERIALS

Items in certain Dewey Decimal categories are particularly subject to obsolescence due to age and generally weaken the quality of the collection. Only titles in the areas which have a copyright date of \_\_\_\_\_ or newer may be used for the self-evaluation process. By all means, keep the earlier titles in the collection if they meet local needs; they simply cannot be counted for the annual Core Data Report.

### BRIEF EXPLANATION OF THE WORKSHEET COLUMNS:

#### DEWEY AREAS

#### TOTAL HOLDINGS

#### REPEAT COLUMN 1 FIGURES

#### NO. ITEMS \_\_\_\_\_ AND OLDER

#### NO. ITEMS \_\_\_\_\_ AND NEWER

#### % COUNTABLE ITEMS

Classified holdings of the collection

Enter the count of all of the items in the local collection regardless of copyright date

For later ease of calculation, enter the SAME number from column 1 in column 2 for the time-sensitive Dewey areas.

Determine which items have copyright dates 13 years old and older.

Determine which items have copyright dates within the last 12 years

In order to understand the relative strengths and weaknesses of each Dewey category of the collection, compute the percentage of countable items. Using the 70% standard for the copyright-sensitive areas as a guide, the computed percentages are to be used by the library media specialist as one way to determine areas of the collection, which may need improvement. The Planning and Evaluation Worksheet will report only the overall percentage of the Dewey categories from the worksheet (cell P-5).

### MODEL WORKSHEET

REFERENCE COLLECTION WORKSHEET					
Dewey Areas	Total Holdings (all items owned)	COPYRIGHT-SENSITIVE DEWEY AREAS			
		REPEAT column 1 figures in white areas below	No. of Items _____ and OLDER	No. of Items _____ and NEWER	% of Countable Items within Copyright Time Frame
Reference	(1)	(2)	(3)	(4)	(5)
Encyclopedias					
000-319	400				
320-329	100	100	50	50	50%
330-339	80	80	70	10	13%
340-359	300				
<b>REFERENCE COLLECTION TOTALS this LMC</b>	<b>T-1</b> 880	<b>T-2</b> 180	<b>T-3</b> 120	<b>T-4</b> 60	<b>➤</b> Divide each cell in column 4 by the corresponding cell in column 2 to find the % in each Dewey area <b>use for planning purposes</b>
	Add to find <b>total countable</b> and non- countable items <b>all owned no matter date</b>	Add to find total items in time- sensitive Dewey areas <b>NOT REPORTED</b>	Add to find total time-sensitive <b>NON-countable</b> items <b>items too old to count</b>	Subtract column 3 from column 2 <b>time-sensitive items new enough to count NOT REPORTED</b>	
To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) ➔					<b>P-5</b> 33%
<b>TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS:</b>					
• Cell <b>T-1</b> transferred to the Planning and Evaluation form column A ( <b>TOTAL HOLDINGS</b> ) 880					
• Cell <b>T-1</b> minus cell <b>T-3</b> transferred to the Planning and Evaluation form column B ( <b>TOTAL COUNTABLE</b> ) (#1) 880 minus 120 = 760					
• Cell <b>P-5</b> transferred to the Planning and Evaluation form column C 33%					

REFERENCE COLLECTION WORKSHEET					
Dewey Areas	Total Holdings (all items owned)	COPYRIGHT-SENSITIVE DEWEY AREAS			
		REPEAT column 1 figures in white areas below	No. of Items and OLDER	No. of Items and NEWER	% of Countable Items within Copyright Time Frame
Reference	(1)	(2)	(3)	(4)	(5)
<b>General Encyclopedias</b>			_____ and older (5 year rule)	_____ and newer (5 year rule)	%
000-319					
320-329					%
330-339					%
340-359					
360-369					%
370-379					%
380-389					%
390-519					
520-529					%
530-549					
550-559					%
560-569					%
570-579					%
580-609					
610-619					%
620-629					%
630-999					
<b>REFERENCE COLLECTION TOTALS this LMC</b>	<b>T-1</b>  Add to find <b>total</b> countable and non- countable items <b>all owned no matter date</b>	<b>T-2</b>  Add to find total items in time- sensitive Dewey areas <b>NOT REPORTED</b>	<b>T-3</b>  **** Add to find total <b>NON</b> -countable items <b>items too old to count</b>	<b>T-4</b>  Subtract column 3 from column 2 <b>time-sensitive items new enough to count NOT REPORTED</b>	<b>➤</b> Divide each cell in column 4 by the corresponding cell in column 2 to find the % in each Dewey area <b>use for planning purposes</b>
To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) ➔					<b>P-5</b>  %

TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS:	
● Cell <b>T-1</b> transferred to the Planning and Evaluation form column A <b>(TOTAL HOLDINGS) reported on Core Data Report</b>	
● Cell <b>T-1</b> minus cell <b>T-3</b> transferred to the Planning and Evaluation form column B <b>(TOTAL COUNTABLE) reported on Core Data Report</b>	
(T1) _____ minus (T3)**** _____ = _____	
● Cell <b>P-5</b> transferred to the Planning and Evaluation form column C	

VISUAL COLLECTION WORKSHEET					
		COPYRIGHT-SENSITIVE DEWEY AREAS			
Dewey Areas	Total Holdings (all items owned)	REPEAT column 1 figures in white areas below	No. of Items _____ and OLDER	No. of Items _____ and NEWER	% of Countable Items within Copyright Time Frame
Visual	(1)	(2)	(3)	(4)	(5)
Fiction					
000-319					
320-329					%
330-339					%
340-359					
360-369					%
370-379					%
380-389					%
390-519					
520-529					%
530-549					
550-559					%
560-569					%
570-579					%
580-609					
610-619					%
620-629					%
630-999					
<b>VISUAL COLLECTION TOTALS this LMC</b>	<b>T-1</b>  Add to find total countable and non- countable items all owned no matter date	<b>T-2</b>  Add to find total items in time- sensitive Dewey areas <b>NOT REPORTED</b>	<b>T-3</b>  ****  Add to find total <b>NON</b> -countable items <b>items too old to count</b>	<b>T-4</b>  Subtract column 3 from column 2 <b>time-sensitive items new enough to count NOT REPORTED</b>	<b>P-5</b>  ➤ Divide each cell in column 4 by the corresponding cell in column 2 to find the % in each Dewey area <b>use for planning purposes</b>
To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) ➔					<b>P-5</b>  %

TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS:	
● Cell T-1 transferred to the Planning and Evaluation form column A	(TOTAL HOLDINGS) *reported on Core Data Report
● Cell T-1 minus cell T-3 transferred to the Planning and Evaluation form column B	(TOTAL COUNTABLE) *reported on Core Data Report
(T-1) _____ minus (T-3)**** _____ = _____	
● Cell P-5 transferred to the Planning and Evaluation form column C	

**\*NOTE:** The totals from this worksheet should only be transferred to the report form if visual materials are considered as a separate section within your holdings and not integrated into reference, nonfiction, fiction or professional collections.

NONFICTION COLLECTION WORKSHEET					
Dewey Areas	Total Holdings (all items owned)	COPYRIGHT-SENSITIVE DEWEY AREAS			
		REPEAT column 1 figures in white areas below	No. of Items and OLDER	No. of Items and NEWER	% of Countable Items within Copyright Time Frame
Nonfiction	(1)	(2)	(3)	(4)	(5)
000-319					
320-329					%
330-339					%
340-359					
360-369					%
370-379					%
380-389					%
390-519					
520-529					%
530-549					
550-559					%
560-569					%
570-579					%
580-609					
610-619					%
620-629					%
630-999					
<b>NONFICTION COLLECTION TOTALS this LMC</b>	<b>T-1</b>  Add to find total countable and non- countable items <b>all owned no matter date</b>	<b>T-2</b>  Add to find total items in time- sensitive Dewey areas <b>NOT REPORTED</b>	<b>T-3</b>  **** Add to find total <b>NON</b> -countable items <b>items too old to count</b>	<b>T-4</b>  Subtract column 3 from column 2 <b>time-sensitive items new enough to count NOT REPORTED</b>	<b>P-5</b>  ➤ Divide each cell in column 4 by the corresponding cell in column 2 to find the % in each Dewey area <b>use for planning purposes</b>
	To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) ➔				<b>P-5</b>  %
<b>TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS:</b>					
● Cell T-1 transferred to the Planning and Evaluation form column A <b>(TOTAL HOLDINGS) reported on Core Data Report</b>					
● Cell T-1 minus cell T-3 transferred to the Planning and Evaluation form column B <b>(TOTAL COUNTABLE) reported on Core Data Report</b>  (T1) _____ minus (T3) **** = _____					
● Cell P-5 transferred to the Planning and Evaluation form column C					

PROFESSIONAL COLLECTION WORKSHEET **					
COPYRIGHT SENSITIVE ALL AREAS					
Dewey Areas	Total Holdings (all items owned)	REPEAT column 1 figures in white areas below	No. of Items _____ and OLDER	No. of Items _____ and NEWER	% of Countable Items within Copyright Time Frame
Professional	(1)	(2)	(3)	(4)	(5)
Fiction					%
000-319					%
320-329					%
330-339					%
340-359					%
360-369					%
370-379					%
380-389					%
390-519					%
520-529					%
530-549					%
550-559					%
560-569					%
570-579					%
580-609					%
610-619					%
620-629					%
630-999					%
<b>PROFESSIONAL COLLECTION TOTALS this LMC</b>	<b>T-1</b>  Add to find total countable and non- countable items <b>all owned no matter date</b>	<b>T-2</b>  Add to find total items in time- sensitive Dewey areas <b>NOT REPORTED</b>	<b>T-3</b>  **** Add to find total <b>NON</b> -countable items <b>items too old to count</b>	<b>T-4</b>  Subtract column 3 from column 2 <b>time-sensitive items new enough to count NOT REPORTED</b>	<b>➤ Divide each cell in column 4 by the corresponding cell in column 2 to find the % in each Dewey area  use for planning purposes</b>
	To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) ➔				
					<b>P-5</b>  %

  

TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS:	
● Cell T-1 transferred to the Planning and Evaluation form column A	(TOTAL HOLDINGS) reported on Core Data Report
● Cell T-1 minus cell T-3 transferred to the Planning and Evaluation form column B	(TOTAL COUNTABLE) reported on Core Data Report
(T-1) minus (T-3)**** =	
● Cell P-5 transferred to the Planning and Evaluation form column C	

\*\* All Dewey Decimal categories are time-sensitive in the Professional Collection.

MAGAZINES COLLECTION WORKSHEET		
1	2	3
<b>Number of magazines required</b> (see Appendix C)  (You must figure Level 1, 2, and 3 separately).	<b>If students have access to electronic            magazines (MOREnet or other)</b>  <b>Divide figure in column T-1            by the numeral 2</b>  <b>(T-1 divided by the numeral 2 = T-2)</b>  <b>If no access to electronic magazines,            T-1 divided by 0 = 0.</b>	<b>Number of print magazines in the            LMC purchased or free for students</b>
<b>T-1</b>	<b>T-2</b>	<b>T-3</b>

  

<b>TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS:</b>	
<ul style="list-style-type: none"> <li>Cell <b>T-2 plus</b> cell <b>T-3</b> transferred to the Planning and Evaluation form column A <b>(TOTAL HOLDINGS)</b>                reported on Core Data Report                 (T-2) _____ plus (T-3) _____ = _____             </li> </ul>	

PROFESSIONAL JOURNALS/PERIODICALS COLLECTION WORKSHEET		
1	2	3
<b>Number of magazines required</b> (see page 29)  (You must figure Level 1, 2, and 3 separately).	<b>If faculty have access to electronic            magazines (MOREnet or other), divide the            figure in column 1 by 2</b>  <b>T-1 divided by the numeral 2 = T-2</b>  <b>If no access to electronic magazines,            T-1 divided by 0 = 0.</b>	<b>Number of print magazines in the            LMC purchased or free for faculty</b>
<b>T-1</b>	<b>T-2</b>	<b>T-3</b>

  

<b>TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS:</b>	
<ul style="list-style-type: none"> <li>Cell <b>T-2 plus</b> cell <b>T-3</b> transferred to the Planning and Evaluation form column A <b>(TOTAL HOLDINGS)</b>                reported on Core Data Report                 (T-2) _____ plus (T-3) _____ = _____             </li> </ul>	





# LMC PLANNING AND EVALUATION WORKSHEET YEAR \_\_\_\_\_ - \_\_\_\_\_

Areas marked by heavy borders will be reported on the Core Data Report.

County district code	School name	Building code	Grades served	Enrollment served	FTE certificated staff served	# students seated at one time
FTE with library certificate	FTE paid support staff serving LMC	Total sq. ft. in Reading/reference	Total sq. ft. in Ancillary	# hours / week LMS scheduled as release time for classroom teachers		

	Column A	Column B	Quantity table (Appendix C) MINUS the total countable items from Column B (use column A if B is shaded). <b>ADDITIONAL NEEDED TO REACH:</b> (Mark 0 if a level is met).				Column C	LMS's overall evaluation of the collection (See Appendix A for explanation)  Low...0...1...2...3...4...5...High		
Print, nonprint, and electronic items	Total holdings in this LMC <i>(From the worksheet)</i>	Total countable items <i>(From the worksheet)</i>	Level 1	Level 2	Level 3	Current level met Level 1, 2, or 3 (Mark 0 if no level met)	% of countable items in time-sensitive areas <b>ONLY</b> (70% recommended)  <i>(From the worksheet)</i>	Integration of formats into the curriculum  (rate 0-5)	Alignment of collection with curriculum  (rate 0-5)	Meets student and teacher needs  (rate 0-5)
Reference										
Nonfiction										
Machine Dep. visual materials										
Professional materials										
Newspaper subscriptions										
Periodical indexes										
Fiction (1 <b>All countable</b> )										
Magazine subscriptions										
Prof. Journal subscriptions										
Selection tools										

# LMC PLANNING AND EVALUATION WORKSHEET      YEAR \_\_\_\_\_-\_\_\_\_\_

Areas marked by heavy borders will be reported on the Core Data Report

	SUPPLIES	MATERIALS	EQUIPMENT	OTHER***
Free Textbook				
Technology Grants				
Title V				
Fund raisers / gifts				
Local funds				
Other***				

*** EXPLAIN OTHER (for district use):

**EQUIPMENT NUMBERS ARE REPORTED THROUGH THE ANNUAL CENSUS OF TECHNOLOGY (COT).**